

PART I. COLLECTABLE COSTS FOR A FOI REQUEST

A requester can be charged for various services performed by agency personnel who are responding to the request. An estimate of these costs must be reported to the ITA FOI officer before beginning the search and review. Chargeable costs vary depending on the type of requester:

- **Commercial Use requesters (Corporations and Law Firms) - All Search, Review, and Duplication costs are chargeable.**
- **Educational Institutions. Non-Profit Scientific Groups or News Media Representatives - Duplication costs are chargeable (after the first 100 pages).**
- **All other requesters - Search and Duplication costs are chargeable (after the first 100 pages of duplication and the first two hours of search time).**

To calculate the total amount of these charges:

- **Determine the hourly rate(s) (Annual Salary/2087 hours) of the person(s) doing the work.**
- **Multiply the rate(s) times the hours of search and review time.**
- **Add duplication costs (@ \$.16 per page) to determine total collectable costs.**

Note: Some costs cannot be charged. These include time spent by ITA personnel (both professional and clerical) in preparing a FOI response (writing and typing, obtaining clearances, or resolving general legal or policy issues regarding the application of exemptions). All fees are waived (including search, review, and duplication charges) when the amount is less than \$ 20.00.

Part II. Include the following appeal paragraph in all denials:

"You have the right to appeal this response. An appeal must be received within 30 calendar days of the date of this letter. Send your appeal to the Assistant General Counsel for Administration, U.S. Department of Commerce, HCHB 5898C, 14th and Constitution Avenue, N.W., Washington, D.C. 20230. The appeal should include a copy of your original request, this response, and a statement of the reason why this response was an error. Both the envelope and the letter should be clearly marked "Freedom of Information Act appeal."

Additional information is provided in ITA Administrative Instruction 6-3, "Freedom of Information."

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